

RECORDS RETENTION/DISPOSITION AUTHORIZATION

STATE OF WISCONSIN

- Instructions for completion are provided on page 2.
- In accordance with s.16.61, Wis. Stats, this form must be completed, approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.
- Field #1 - If the designated records officer is allocating these numbers, he/she may assign the number subject to Board approval. Otherwise leave this field blank and the PRB will assign the number.
- Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original only to the PRB. Maintain an agency copy during the Board's review process.

1. RETENTION DISPOSITION AUTHORIZATION # (RDA)	
Sequential #	Suffix#
1081	B
2. Agency #	3. Division #
437	314

4. Agency Name Department of Children and Families		5. Type of Request: <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewed <input type="checkbox"/> Closed/Superseded	
Division Name Division of Safety & Permanence		Subdivision Name Bureau of Permanence & Out-of-Home Care	
6. Prior RDA # (if applicable) (8 digits)			
7. RECORD SERIES TITLE Title IV-E Eligibility - Pre-Adoptive Cases			
8. Record Series Life Cycle Dates Year Created: 2001 Year Discontinued: 2011 Yr. of Final Disposition: 2017			
9. Type of Medium Paper <input checked="" type="checkbox"/> Machine Readable <input type="checkbox"/> Converted from paper to another media <input type="checkbox"/> Audio Recording <input type="checkbox"/> Other (Specify) <input type="checkbox"/>			
10. RETAIN: (Specify Actual Period) Yrs: 6 Mo: Wks: Permanent <input type="checkbox"/>			
11. AFTER: (SPECIFY EVENT. If event is not specified, retention is based on creation) <input type="checkbox"/> Closed/terminated/death <input type="checkbox"/> Superseded <input type="checkbox"/> Entered into Data System <input checked="" type="checkbox"/> Other - specify: case is closed by the Department of Children and Families			
12. AND: (DISPOSITION) <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Confidential <input type="checkbox"/> Historical Society <input type="checkbox"/> Archives <input type="checkbox"/> (Specify):			

Purpose: Document the fiscal claiming of federal title IV-E funding of pre-adoption assistance cases. These records are developed and maintained by state-wide contract staff and parts of the files are used by Division of Safety and Permanence (DSP) central office staff. These records are also necessary in the event of a federal title IV-E or Legislative Audit Bureau (LAB) review of federal funded foster care and pre-adoption assistance cases.

Contents: The files consist of court orders and court reports; case narratives or notes; financial printouts from EDS, CARES, KIDS and DWD Wage reporting systems; placement information in eWISACWIS; Statewide and Milwaukee Eligibility Unit documents completed by county/state and contract staff related to financial, family and placement information; and related supporting correspondence from county/state and contract staff regarding the case.

Definitions: BDS = Electronic Data Systems
CARES = Client Assistant for Re-employment & Economic Support
KIDS = Kids Information Data System
DWD = Department of Workforce Development
eWISACWIS = Wisconsin Statewide Automated Child Welfare Information System
SEU / MEU = Statewide Eligibility Unit / Milwaukee eligibility Unit (Title IV-E Eligibility Files)

The original record is retained with the Child Protective Services Case File RDA1057.

APPROVAL SUBJECT TO 10-YEAR
SUNSET. RESUBMITTAL REQUIRED
PRIOR TO August 2020

14. Filing arrangement (Check all appropriate categories) <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronologic <input type="checkbox"/> Subject <input type="checkbox"/> Disarranged	
15. Records contain personally identifiable information (If Yes, Contact Name & Phone #) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - specify: David Timmerman (608) 261-8895	16. Record Series is Confidential (If Yes, Statute/Code) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - specify: Chap 48

17. APPROVAL SIGNATURES

[Signature] 5/14/10
Agency Program Manager Date

[Signature] 5/14/10
Agency Records Officer Date

PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions on record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records be destroyed if litigation or audit involving these records has commenced.

[Signature] 9/2/2010
State Archivist Date

[Signature] 9/2/2010
Executive Secretary - PRB Date